

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, SEPTEMBER 18, 2018 IN THE MEN'S LOUNGE, CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.

A Regular Meeting of the Planning Commission of the Town of Clarkdale was held on Tuesday, September 18, 2018 at 4:00 p.m., in the Men's Lounge, Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

Chair	Ida-Meri deBlanc	Present
Vice Chair	John Erickson	Present
Commissioners	Jorge Olguin	Present
	Craig Backus	Absent
	Deborah Hunseder	Present

Staff:

Community & Economic Development Director	Jodie Filardo
Planning Manager	Beth Escobar

Other members of the audience: Michael Lidner, resident.

1. **CALL TO ORDER:** Chair de Blanc called the meeting to order at 4:00 p.m.
2. **ROLL CALL:** Director Filardo called the roll.
3. **PUBLIC COMMENT:** The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing Staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit comments to **FIVE MINUTES**.

There was no public comment.

4. **MINUTES:**
 - a. Consideration of the **Special Meeting Minutes of August 21, 2018**. **Commissioner Hunseder moved to approve the Special Meeting Minutes of August 21, 2018. Commissioner Olguin seconded. The motion passed unanimously.**
 - b. Consideration of the **Regular Meeting Minutes of August 21, 2018**. **Commissioner Hunseder moved to approve the Regular Meeting Minutes of August 21, 2018. Vice Chair Erickson seconded. The motion passed unanimously.**

5. REPORTS:

Chairpersons and Members Report:

Chair de Blanc remarked she was glad to read the minutes from last month's meeting since she had recused herself.

Vice Chair Erickson reported that the soil remediation project at their house has been completed and the GHD crew did an excellent job. They were great people to work with, had to do a lot of work by hand. About ten homes on First North have been remediated and they all look great.

Director's Report:

In addition to the information included in the packet, Director Filardo made the following announcements:

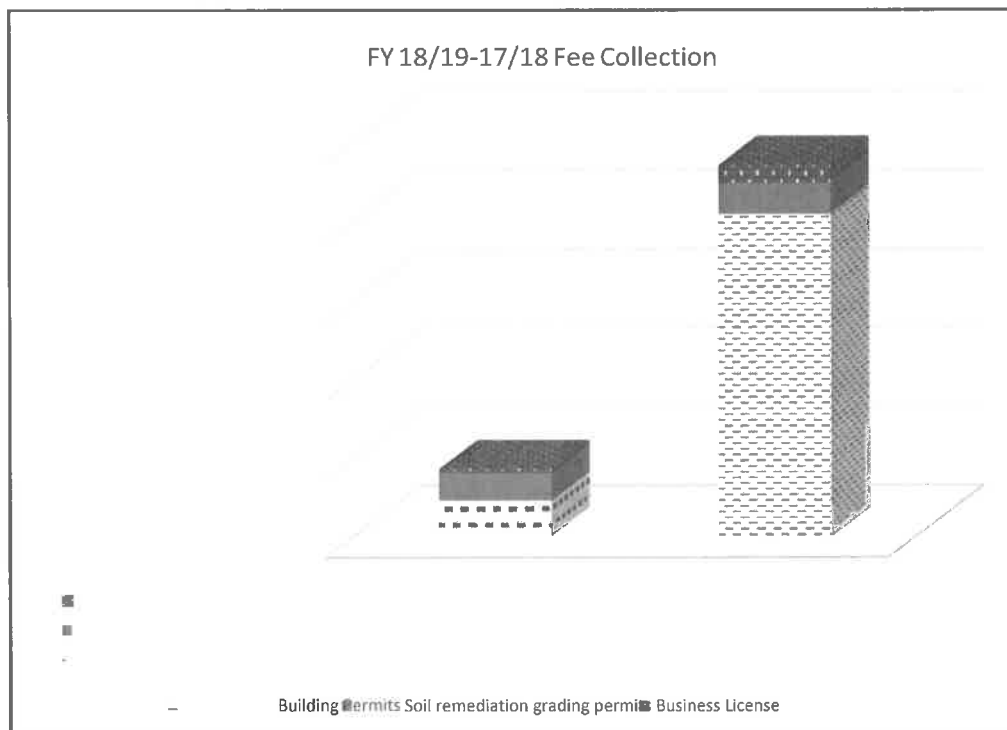
Monday September 24, 2018 5-6:30 p.m.: A public open house to discuss the Broadway Road Extension Feasibility Study

Wednesday October 3, 2018 6:00 p.m.: Cottonwood Airport Commission meeting in the Cottonwood Council Chambers on Main Street. The Commission will be responding to recent neighborhood complaints about noise.

Staff met with Town Council on September 13th for 3.5 hour strategic planning on economic development.

YTD Metrics as of August 2018 (16.6% of new fiscal year) –

Building Permit Fees Collected = 40.4% of annual goal of \$100,000.
Business License Applications = 36.2% of annual goal of \$7,000.



	FY 2018-2019 YTD	EOY 2017-2018
Business License Applications	2,540.00	10,910.00
Soil remediation grading permits	17,833.00	20,000.00
Building Permits	22,601.60	204,755.54

Open Projects – Balances due reflect permits awaiting pickup in CDD

*** PROJECT TYPE RECAP ***		
PROJECT TYPE	# OF PROJECTS	BALANCE
ACC - ACCESSORY STRUCTURE	22	75.00
BP - BUILDING OTHER	7	0.00
BP - BUILDING REMODEL	19	1,476.00
BPR - BUILDING RESIDENTIAL	59	11,247.60
CAR - DET CARPORTS	1	0.00
CU - CONDITIONAL USE	1	0.00
DECKS - DECKS	2	50.00
DM - DEMOLITION	3	0.00
DRB - DESIGN REVIEW BOARD	5	90.00
EG - EXCAVATING & GRADING	4	0.00
ELECTRICAL - SOLAR	14	50.00
EP - ELECTRICAL	1	0.00
GSM - GRADING - SOIL REMED.	241	1,809.00
MH - MANUFAC HOME	3	300.00
MLD - MINOR LAND DIVISION	1	50.00
PL - PLUMBING	6	25.00
RE-ROOF - RE-ROOF	7	0.00
SG - SIGN	2	0.00
SPR - SITE PLAN REVIEW	1	0.00
SWIMPOOL - SWIMMING POOL	3	0.00
VC - STREET VACATION	1	150.00
WF - WALL/FENCE	16	25.00
*** TOTALS ***	419	15,347.60

Project updates.

UVSP. Three new permits were processed at the end of August. Eight projects were completed and the electronic records were moved to the permanent property files for each address. Of the total of 276 soil remediation permits issued, 241 are still active. A quarterly permit report has been emailed to Freeport McMoRan showing the status of the deposit account.

USDA Rural Business Development Grant. Meetings with the following individual property owners have occurred based on the draft of the feasibility study on the Bitter Creek Industrial Area draft road alignment: Phil Tovrea, Verde Canyon Railroad, and Salt River Materials Group. A discussion with the Yavapai-Apache Nation is in the planning stages.

Cottonwood Airport

Over the past several weeks staff has had discussions with local residents regarding complaints related to an increase in air traffic at the Cottonwood Airport. A resident of Pine Shadows in Cottonwood has been doing research regarding methods to alleviate some of the concerns expressed and will be speaking to the Cottonwood Airport Commission at their regular meeting this evening. Staff has encouraged Clarkdale residents with similar concerns to also attend the meeting.

Microcell Proposal

Staff will be meeting tomorrow with a gentleman who wants to construct a 20-foot high mini-microwave tower that boosts internet connections within 6 miles. This would be a subscription

service. Staff has asked for the meeting in order to get more information about the proposal in order to determine applicable zoning regulations. According to the applicant, this service is exempt from any FCC regulation. The proposed location is 1450 SR 89A where the existing Verizon cell tower is located.

#1 Food Store

CDD continues to work with the #1 Food Store team on a site plan that will meet the needs of the store as well as setback requirements imposed by the 89A Overlay District. The current challenge is location of the new canopy, and we are within 2'6" of a solution.

Design Review Board Update

The Design Review Board meeting on 9/5/2018 included a Public Works' presentation on Prop 445 and two sign applications for Mandalay Homes and Spirit of Joy Lutheran Church. Bill Snyder is not able to attend this meeting, and since his term is up on September 30, he has fulfilled his duties to the DRB and his contribution is appreciated.

Economic Development Strategic Planning Meeting with Council

On September 13th, the Council plus the Town's leadership team will have a 4-hour work session on community and economic development directions for the Town. This will take place in the Men's Lounge from 8:30 am – Noon. The purpose of the session is to answer questions posed by Council in the initial July 10th work session on the topic and to discuss policies and approaches for the future of economic development.

Website Update

The codification process for both the Town Code and Zoning Code has been completed and the new versions are up on the website: [Welcome to Clarkdale, AZ](#). One of the benefits of the codification process is we now have a web-based searchable document. Hyperlinks are built into the documents that connect to other references or provide pop-up explanations. Both documents may be searched at once, and a navigation pane appears to facilitate 'paging' through the document.



5th Annual Clarktoberfest
on Main Street, Clarkdale
Food, beverages, vendors, live music, art,
games and lots of family fun activities!

Upcoming Events.

- 9-15-18 – Summer Concert – J-Bad Band, 7 pm, Town Park
- 9-21-18 – Yavapai College Verde Art Gallery – Meet the Artist, 7 pm
- 9-22-18 – Pickleball Learn & Play, 7 am, Centerville Park
- 9-29-18 – 24 Hour Comic Book Challenge, Noon, Four Eight Wineworks
- 9-29-18 – Summer Concert – Cattywampus & Frenz, 6 pm, Town Park
- 10-6-18 – Clarktoberfest, 1-9 pm, Downtown Clarkdale

6. NEW BUSINESS

- a. **WORKSESSION: DISCUSSION/POSSIBLE ACTION** regarding draft changes to Chapter Nine – Landscape Design Standards of the Town of Clarkdale Zoning Code

Background:

Over the past several years, examples have occurred where the lack of precision and detail in the landscape code was apparent. This occurred during review of development proposals and specifically during the designing of the SR 89A Focus Area Plan.

Upon direction from the Planning Commission staff is preparing revisions to the Landscape Design Standards, which is Chapter Nine of the Zoning Code.

The following categories of changes are recommended:

1. Develop a policy addressing landscape requirements for commercial properties that share a boundary line with ADOT and/or the Town.
2. Update the plant list to include new adaptive, drought tolerant species that have been shown to thrive in our area. (Section 9-8)
3. Expand the minimum landscape percentages in Section 9-9.
4. Update the numbering of the code to be in line with the new codification on the website.
5. Strengthen requirements for incorporating xeriscape principles, Water Sense best practices and sustainable design elements.
6. Adopt minimum sizes for trees and shrubs used in the landscape design.
7. Incorporate a fee penalty for non-maintenance of existing landscaping.

In addition, Planning Manager added another category:

8. Reinforce preservation of existing landscaping.

Action Needed

This is a general discussion item only. Staff is asking for Commission direction on the recommended changes.

Commission Discussion:

- Commissioner Olguin requested we reinforce safety guidelines for landscaping in site triangles.

- Commissioner Hunseder pointed out that Yavapai College has an issue with site triangle visibility also. Planning Manager Escobar pointed out the Town has no regulatory authority over the College.

7. **FUTURE AGENDA ITEMS:**

- a. Planning Manager Escobar reminded the Commission that annual election for Chair and Vice Chair will be held in October.
- b. Discussion regarding revisions to the Landscape Ordinance will continue in October.

8. **ADJOURNMENT:**

- a. **Commissioner Olguin moved to adjourn the meeting. Vice Chair Erickson seconded the motion. The meeting was adjourned at 4:26 p.m.**

APPROVED BY:



Ida de Blanc
Chairperson

SUBMITTED BY:



Beth Escobar
Planning Manager